

RESOLUTION NO. 2009-277
(Employee Handbook)

**A RESOLUTION OF THE CITY OF PARKER, COLLIN COUNTY, TEXAS,
APPROVING AND ADOPTING REVISIONS TO RESOLUTION 2009-254 THE
CITY OF PARKER EMPLOYEE HANDBOOK.**

WHEREAS, the City Council of the City of Parker recognizes the need for established policies and procedures to promote and maintain the highest degree of professional conduct for city employees; and

WHEREAS, the City Council of the City of Parker further recognizes that professionalism begins with employee awareness of the City of Parker's expectations of each and every individual employee; and

WHEREAS, it is the desire of the City of Parker to develop a highly motivated professional team of dedicated, loyal, and quality oriented employees to insure the continued success and smooth operation of the City of Parker; and

WHEREAS, it is the desire of the City of Parker that each employee be fully cognizant of city policies and benefits provided for employees.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF PARKER, COLLIN COUNTY, TEXAS that the amendments to the City of Parker Employee Handbook (Adopted February 2009) set forth in Exhibit A, attached to this resolution, be **APPROVED AND ADOPTED** on this 18th day of August, 2009.

APPROVED
CITY OF PARKER

Joe Cortina, Mayor

APPROVED AS TO FORM:

James E. Shepherd, City Attorney

ATTEST:

Carrie Smith, City Secretary



Employee Handbook

**ORIGINAL
February 3, 2009**

Resolution 2009-254

**AMENDED
August 18, 2009**

Resolution 2009-277

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Employee Handbook

Welcome to the City of Parker. We're glad you've come to work here. This handbook should help you in getting to know about us, our mission, our history, our City, our services and our people, as well as your work environment, your compensation, certain guidelines that we expect all the City of Parker employees to follow and all the other information that is important for you to know.

Being employed by a city government holds your job up to the public light, and nothing you do can go without some oversight by the citizens, who are your ultimate employer. We hope this handbook will serve as a guide, as well as regular conversations with your manager. You are encouraged to discuss any questions you may have regarding the policies and programs, as well as your job responsibilities.

This handbook isn't meant to replace face-to-face communication. Nor should this handbook cover every aspect of your relationship with the City of Parker. Your goal should be to maintain open lines of communication first through, your supervisor, second, the City Administrator, and lastly the Mayor or any Council Member. But, when they are unavailable, this handbook should help.

Again, welcome to the City of Parker. As we have noted, you are now a part of a group of dedicated, devoted, competent and trustworthy individuals who are all working towards the same common goal of a sense of community in a truly unique city.

Information in this handbook is subject to revisions, additions or deletions by the City of Parker, and the City of Parker has the right to final and binding interpretation of any provisions of this handbook. This handbook does not represent an employment contract, and nothing included should be construed as such.

City of Parker Mission Statement

Parker is a unique, high quality community, in a country setting, dedicated to ensuring the quality of life by delivering cost-effective, highly responsive services with integrity and friendliness, while protecting the health, safety and welfare of our citizens and employees.

History of Parker

Parker is a General Law City within Collin County. As of 2008, we've got about 3500 citizens, living in about 1200 homes. We cover 10.378 square miles, bounded on the West by Cottonwood Creek, the North by Lucas Road, the East just beyond Bois D'arc, and the South by Estate Lane.

Parker was incorporated in 1969, but was founded about 150 years ago. The first settler in the area now known as the City of Parker was John C. Parker, and the City was named after his son, William C. Parker. Other early settlers in the area were the Dilehays, Gregorys, Hogges and McCrearys – all commemorated by streets named after them within Parker and extending into Collin County.

The Corinth Presbyterian Church (still in use across from City Hall) was established on August 2, 1846. The first school began in 1880 in nearby Halltown (2 miles east of Parker), with 90 children at the beginning. Parker had a commercial history, before becoming a residential, "country living" community. In the 1880's T.L. Johnson ran a gristmill and general store. A railroad route was planned through Parker and in 1888, Parker's post office was opened. The first doctor, Dr. Watson, came to town.

Then, Parker's future as a non-commercial community was decided, when the planned railroad line was diverted to Wylie, with the post office closing in 1900. In 1910, there were 50 citizens and one store reported in Parker. By 1940, Parker had 86 citizens and three businesses. In the 1940's, the schoolhouse was sold and torn down, and Parker's children were divided between schools in Plano and Wylie.

The police department came into being when Bill Frizzell was appointed as city marshal on a part-time basis in 1971. In 1985, the need became apparent for full time support and Danny Scott was appointed as police chief. Dennis Pirkle, who became Chief in 1986, implemented an active reserve force with nine certified law officers. The department currently provides 24-hour patrol, seven days a week and has dispatch through the Collin County Sheriff's department.

Parker is served by a volunteer Fire Department that was formed in 1982 by Lou Matteson, after Plano changed the "per call" service they had been provided to an annual fee system. Initially, the department had thirty-three volunteer firefighters, and in the spring of 1983, they built a fire station and bought a fire truck and equipment, funded by the City.

Through its history, Parker has become a premier community of homes with acreage, large lots and a country community feel, with horses, cows and chickens living among the citizens who work in the surrounding communities.

Employment Guidelines

At the City of Parker, we adhere to federal and state employment laws, not only because they are the law, but also because adherence is the right thing to do.

This philosophy allows us to provide an environment that allows you to focus on just doing your job, without getting distracted by non-job related attitudes and issues.

Legal Guidelines

We value differences in people, and recognize that those differences contribute to the success of the City of Parker. We provide equal opportunity in employment and advancement for all employees and applicants. And because we believe in this, and act it out, we require that all the City of Parker employees act in support of these beliefs. To this end, the following are deeply held convictions:

- ◆ **Equal Employment Opportunity** - We ensure equal treatment for all employees, contractors and applicants for employment, including disabled individuals and veterans, on the basis of qualifications and without regard to race, religion, color, age, sex, national origin, or marital status or sexual orientation.
- ◆ **Respectful Treatment of People** - We will not tolerate the intimidation or harassment of employees, applicants, vendors, contractors, citizens or visitors for sexual, racial, ethnic, religious or other reasons, nor will we allow retaliation against you for reporting inappropriate behavior.
- ◆ **Sexual Harassment** - We have zero tolerance for any behavior that even hints of sexual harassment, such as unwelcome physical contact, a continuing pattern of unwelcome sexual advances, or the creation of a hostile work environment. Sexual harassment may involve individuals of the same or different gender.

(We understand that this can sometimes be confusing - sexual harassment does not refer to behavior or occasional compliments that are socially acceptable to the average person. It refers to behavior that is not welcome, that is personally offensive, that fails to respect the rights of others, that lowers morale and that interferes with an employee's work effectiveness.)

- ◆ **Accommodations of Disabilities** - We are committed to providing employment opportunities to individuals with disabilities, and will make reasonable accommodations to provide facilities that are readily accessible and usable by people with disabilities. If you need such an accommodation, please talk with your supervisor.
- ◆ **Employment Relationship** - Your employment relationship with the City of Parker is considered "employment-at-will". This means that both you and the City of Parker have the right to freely, and without cause, end the employment relationship. However, you should not consider any oral or written statement as a contract with the City of Parker, unless expressly defined in a document signed by both you and the Mayor. Any "agreements" not handled in this manner will be considered invalid and will not be honored.
- ◆ **Safety and Workers' Compensation** - We believe in providing a safe work place; however, accidents do happen. If you incur a work-related injury or illness, no matter how minor, please report it to your supervisor immediately. We will then work with

you to obtain prompt medical care, if required. There is a specific process to follow for valid work-related injuries and illnesses that makes it possible for your medical expenses to be paid. It is necessary that you report an accident or injury within 24 hours to allow the City to comply with applicable laws and begin worker's compensation benefits, if appropriate.

If you believe you've encountered a situation that is inconsistent with any of the above commitments, please discuss your concerns immediately with your supervisor. There will be no retribution for addressing legitimate concerns.

Standards of Conduct

As an employee of the City of Parker, you have in your hands the reputation and the future of Parker. We are successful through you. Therefore, it is important to share with you our thoughts on appropriate interactions with our citizens. We have developed the following guidelines to help you deal effectively with citizens.

- No matter how difficult the resident is, do not make negative, scornful or sarcastic remarks about the City of Parker to employees or other citizens.
- While you may have personal interests that you are interested in advancing, the workplace is not the place to divulge these interests, or to gain financial or volunteer support. Please do not solicit for any personal or political cause while at work.
- If you find yourself in conflict with a resident or co-worker, do not allow yourself to get angry or be confrontational. If you cannot resolve the disagreement calmly and professionally, withdraw from the situation and call on your supervisor to assist you in the resolution. Never create an adversarial situation.
- City funds or resources should not be used for personal needs.
- Profanity, loud talking and negative comments about citizens or fellow employees are not acceptable.
- Treating co-workers and citizens with dignity and respect is an integral part of your success and the success of the City of Parker.
- Resident information must be kept strictly confidential. Discussions about personal or professional affairs of citizens should not occur outside of the workplace, and should occur in the workplace only when the issues are relevant to the support of the resident.
- You should not solicit or accept tips or gratuities offered because of duties you perform as a City of Parker employee.
- It is a conflict of interest for you to accept gifts of more than nominal value, or entertainment from suppliers or those seeking to be suppliers.
- You should not do anything in the conduct of business that would violate any federal, state, or local law, regulation or ordinance.

Solicitations

We recognize that you have interests in outside events and organizations. However, please don't actively solicit sales for these activities during work hours. We know that Girl Scout Cookies and school fundraisers will find their way to City Hall but please refrain from being disruptive. Solicitation should not infringe on any individual's rights or beliefs. Active solicitation should only be done during breaks and outside of the regular work area.

Anyone not employed by the City of Parker is prohibited from soliciting in City Hall without prior approval from the City Administrator.

Employee Communication

We follow all federal and state regulations regarding employment. These regulations are posted on the employee bulletin board. This handbook will serve as a resource to you in understanding our guidelines and work standards.

Additionally, the employee bulletin board is used as an important form of communication. You should consult them frequently for:

- Employee announcements
- Internal memos
- Job postings
- City of Parker announcements

We respect your right to your own beliefs, but also recognize that not everyone will share those beliefs. Prior to posting anything on the bulletin board, please review it with the City Administrator. Please respect your co-workers by not distributing or posting non-work-related literature in City Hall.

Work Environment

Within the varied work environments at the City of Parker, we have certain rules that everyone should follow. This will ensure that everyone is treated fairly while having fun, doing great work and providing excellent service to our citizens.

Employee Status

While working at the City of Parker, you will be classified in one or more of the following employment categories:

- ◆ **Exempt or Non-Exempt** – Consistent with federal guidelines, all positions are classified as either exempt or non-exempt. If you are non-exempt, you will receive overtime payments or compensatory time for any time worked over 40 hours per week. All overtime to be worked must be approved in advance. In order to capture this data, you will have to complete a time record each pay period. If you are classified as exempt, you don't receive overtime pay.
- ◆ **Full-Time Employee** – If you are regularly scheduled for a 40 hour workweek, you are a full-time employee. You are eligible for benefits.
- ◆ **Part-Time Employee** – If you are regularly scheduled for less than 40 hours each week, you are a part-time employee. As a part-time employee, you are ineligible for most benefits.
- ◆ **Temporary Employee** – If you have been hired for an assignment that is temporary in nature, you will be considered a temporary employee. Temporary employees are not eligible for benefits.
- ◆ **Volunteer** – There may be individuals in the workplace who are in a volunteer status. Volunteers are not employees by the City in any capacity, and elect to donate their time and services to the City without any expectation of compensation. Volunteers are held to the same standards as are employees, but do not receive compensation or benefits beyond any that may be voted on by the City Council.
- ◆ **Contractors** – Individuals who are guided by the same standards of conduct as employees, but who do not receive benefits and adhere to federal regulations governing Independent Contractors.

If you have any questions about your classification or timekeeping, please talk with your supervisor.

Introductory Period

Your first three months of employment are an introductory period. If you complete the introductory period, you will receive feedback on your performance and will have the opportunity to discuss your first three months of employment with your supervisor.

Open Door/Problem Solving Process

We value your opinions and suggestions and consider you an important part of the team. To ensure that you get your concerns heard, we want you to use the open door process. The open door process is just what it says. It means that all people in the City of Parker are accessible to you for comments, suggestions or complaints.

If you have a problem or concern, you should always speak with your supervisor first about it and brainstorm together for a solution. However, if for some reason, you cannot

Speak with your supervisor about an issue, you may utilize the “open door” to take the issue to the City Administrator. If you feel you need additional visibility on an issue, you may discuss the issue with the Mayor or a Council member. All requests for problem resolution will be taken seriously. You will not be penalized for using the “open door”. You may not get the problem resolved exactly to your satisfaction, but you will be heard and given the chance to work it through.

Drug Free and Smoke Free Workplace

We assure your right to work in an environment free from the impact of alcohol or illegal drug use. Alcohol abuse or illicit drug use will not be tolerated and will result in corrective action, up to and including termination of employment.

While on the City of Parker’ premises, while on duty, while conducting City-related business or other activities off premises, while driving a City-owned or leased vehicle, or while operating or using other City-owned or leased property or equipment, at residences or on City property, you may not use, possess, distribute, dispense, sell or be under the influence of alcohol or illegal drugs. You may use prescription medication on the job only if it does not impair your ability to perform the essential functions of your job effectively and in a safe manner that does not endanger you or your co-workers.

We do not allow use of alcohol at any time during the workday, or your shift.

We are also committed to providing a smoke free environment for you and our citizens. If you smoke, please smoke outside the building in the designated smoking areas. You should not smoke at a resident’s home. If you smoke, breaks should be limited and should not interfere with your performance of job responsibilities. Limited breaks will be allowed at the discretion of your supervisor, taking into account your job responsibilities and business needs.

If you are aware of any violations of these policies, let your supervisor know.

Weapons in the Workplace

We want to provide a safe environment, free from the threat of danger or violence. Unless specifically authorized by the City Administrator, no employee, other than a licensed peace officer, shall carry or possess a firearm or other weapon in City Hall. We do not allow any employee or contractor, other than a licensed law enforcement officer acting in the course of duty, to be in possession of any dangerous weapons, concealed or otherwise, while conducting Parker city business. If you have a dangerous weapon in your possession, you will be asked to leave the work-site immediately and appropriate corrective action will be taken. This policy applies to all weapons including firearms and any instrument used or intended to be used as a weapon.

Hours of Operation

Generally, the City of Parker' hours of operation are 8:00 am to 5:00 pm Monday through Friday, for City Hall staff, with the City Hall open for business from 8:30 am to 4:30 pm. Field staff hours may vary to better serve our citizens and will be determined by the Supervisor. Your supervisor will let you know your work hours. If necessary, you will be provided access to City Hall after normal business hours. Please remember that after hours time spent in City Hall must be for business purposes only.

We do not have overall guidelines on break periods. Each department may have its own guidelines, so check with your supervisor. We do expect that you, as a professional, will put the immediate needs of the City ahead of "break time". We also ask that if you are on a break, you exercise discretion so as not to disturb others who are working. In general, we think it's important to take a midday break, so we don't encourage you working through your lunch break. If you feel you need to do so, please get your supervisor's approval.

Attendance

Our success depends on you being where you are supposed to be, when you are supposed to be there, doing what you are supposed to be doing.

We understand that the City of Parker is only one part of your life, and sometimes you need to be away from work to attend to personal business. To accommodate this, we provide a generous PTO (Paid Time Off) program. Your absences from work will not be a problem if you are not exceeding the time allowed by the PTO program, and you obtain prior approval for time off so your co-workers or the City won't be negatively impacted. If your supervisor is unable to accommodate your request, and you take the time off anyway, corrective action will be taken.

E-mail and Voice Mail

E-mail and voice mail are both used regularly at the City of Parker. Both should be accessed on a regular basis and responded to promptly. Our commitment is that voice mail from citizens be returned no later than the next business day.

Your outgoing voice mail message should be recorded in a professional manner. If you are going to be out of the office or unable to check your voice mail, you should update your message so callers will know. When leaving voice mail messages for other people, keep your messages concise and clear, defining the reason for the call and the information needed or provided. Following these simple guidelines will make sure that your message gets across, both internally and externally.

When communicating by email, please follow these guidelines:

- ◆ Don't criticize our citizens or employees or contractors
- ◆ Don't use profanity
- ◆ No name calling
- ◆ No racist or sexist remarks, or derogatory remarks that are targeted to an individual or one group of people
- ◆ Limit your correspondence to business-related issues; system wide messages should not be used for personal business or issues, and should be limited to business issues related to the City of Parker as a whole. Email communications could be subject to the Open Records Act.

Please recognize that not all of your audience is like you and this diversity is what makes the City successful and a great place to work. Everyone needs to be able to work freely without offensive, derogatory or humiliating communication. These guidelines explain the way we do business. We expect you to follow them.

Internet

We provide access to the Internet for business purposes during the workday. The guidelines listed below should be used when utilizing the Internet:

- ◆ Personal Internet use must be restricted to non-work hours, including before or after your normally defined work hours, breaks, or on your lunch hour.
- ◆ Our Internet system may NEVER be used to review any racially or sexual oriented information
- ◆ You may not participate in Chat Rooms using your the City of Parker logon.
- ◆ E-mail or postings should follow the guidelines above.

All Hardware and Software systems used in e-mail, voice mail and for internet access are the property of the City. We reserve the right to periodically monitor the Hardware and Software archives to ensure appropriate usage. City Administrator will determine the appropriate use for your particular job. All information exchanges, including, but not limited to e-mail, are the property of the City of Parker.

Software

We respect the rights of businesses to receive fair compensation for their products, and we are committed to the proper use of software and of licensing agreements. Any software you are using to conduct City business must have the proper licensing. Unless expressly authorized by the software developer, neither the City nor you have the right to duplicate the software or the documentation. And, to maintain optimum operation of our computer systems, please don't load any software on your computer without first gaining written permission from the City Administrator.

Cell Phones

We recognize that many employees have personal cell phones that they bring to work, and depending upon their job description, some employees may have cell phones provided by the City. The use of cell phones must not interfere with job duties or work performance. Employees with City issued cell phones shall not create additional expense to the City through personal use of the phone. Should this occur, you will be required to repay these expenses to the City.

What to Wear to Work

Your personal appearance is directly related to the atmosphere of City Hall. While we don't believe that having "fashion police" is necessary, it is important everyone maintain the highest standards of personal grooming and dress for work in a manner that:

- ◆ Reflects an image of professionalism to our citizens
- ◆ Is not distracting to or disrespectful of other employees.

It is important that we have a professional atmosphere that is conducive to offering the best service to our citizens while providing a productive and fun environment to work in.

"Business Casual" is the standard for City Hall. For those who work outside City Hall, jeans, khakis or other trousers, along with a Parker shirt, are appropriate

City Hall Appearance

Even if you have messy tendencies, please make sure that your work area is maintained in a neat and orderly manner. If you routinely ride/drive in a City vehicle, please apply the same standards. Items in your work area or vehicle should not be offensive to co-workers or citizens, or promote political or personal agendas.

Work Behavior

We believe in a high standard of professionalism. While we operate in a fast paced, flexible and somewhat casual environment, we still believe in professional work behaviors. This applies when you are in City Hall, with citizens and at City sponsored events.

Corrective Action

You can't fix what you don't know is broken. In most cases, your supervisor will discuss performance problems with you, give you suggestions on how to correct them, and give you the chance to fix it. What you do is up to you.

1. The first step of our corrective action process is a discussion between you and your supervisor. This discussion may be recapped in writing and kept in your personnel file.
2. If, after this discussion, the issue is not resolved, another discussion could occur. This discussion will be recapped in writing. The purpose of this discussion and written recap is to inform you that the issue has not been corrected, reiterate the standard that must be met and inform you of consequences if the problem is not resolved, or performance does not improve. This notice will be maintained in your personnel file.
3. If the problem or performance issue is not corrected, the final step in the process is termination of your employment.

The City Administrator should be notified before any written correction action is taken

Certain behaviors are not tolerated, and may result in immediate termination of employment. The list below provides typical examples, but is not all-inclusive.

- 1) **Exhibiting rude or inappropriate behavior to citizens or employees**
- 2) **Theft of city, resident or employee property, or mishandling the City cash or credit**
- 3) **Harassment or intimidation of any employee, contractor or resident**
- 4) **Possessing weapons in the workplace, or acting violent in the workplace**
- 5) **Refusing direction from your manager, or “willful neglect of duty”**
- 6) **Falsifying expense reports, time records, your employment records including the employment application or resume, and other the City of Parker data**
- 7) **Disclosing confidential resident, City or employee information, except in the case of a Public Information Act request.**
- 8) **Conviction of a crime of a nature that could pose a risk to City employees or citizens**
- 9) **Disregard of City policies and guidelines, including, but not limited to: working under the influence of drugs or alcohol , no call/no show, using e-mail or the Internet in an inappropriate manner or disrupting the workplace**

This process does not alter the basic employment-at-will policy, which allows you or the City of Parker to terminate employment at any time, with or without cause or notice.

References

If you are asked for a reference on a current or past employee, please leave this responsibility to the City Administrator to limit your (and our) liability and/or legal exposure. The City Administrator will only provide information on hire date, termination date and position held. If you need employment verification for lending institutions or other reasons, the City Administrator will respond, in writing, when you give your consent.

Work Relationships

We don't hire relatives, or a person with whom you have a "family" type relationship.

Exceptions to this policy may be made for temporary positions, summer employment and internships. If two employees in a supervisor/subordinate work relationship enter into a personal, non-work related relationship, one or both employees may have to transfer to another position, or leave City employment.

Inclement Weather

We will normally conduct business during adverse weather conditions. If the weather is so extreme that good judgment dictates City Hall should be closed, we'll call you by 7:30 am to let you know not to come in.

If City Hall is open, but you believe coming to work is unsafe, please do not put yourself at risk. You can use your PTO to cover your absence. If your PTO balance has been exhausted, the time will be unpaid, but the absence will be excused.

Personnel File Access

We maintain work-related records on all employees. This file includes your employment application, resume, training records, performance evaluations, salary increases and other necessary employment records. These records are the confidential property of the City of Parker and will not be released to anyone except as required by law.

Only City employees with a legitimate reason to do so may review an employee file. While you are an employee of the City, you may review your file at reasonable times and intervals and may request that the file information be corrected if inaccurate, or supplemented if incomplete. You may have a copy of any form contained in your file.

If you have any changes to the personal information in your file, such as address, telephone number, emergency contact, marital status, etc., please submit these changes to the City Administrator.

Use of Vehicles on City Business

If you drive your own vehicle or a City vehicle on the City business, you must maintain a valid driver's license. You should carry insurance on your personal vehicle if you are using it for the City of Parker business.

If driving is a job requirement for your position, you must have a valid Texas drivers' license, and must maintain a safe driving record. Should you be convicted of a DUI, or receive deferred adjudication for a DUI, you may not drive a city vehicle in violation of

any court order, and you must comply with terms of the court order. The City will consider if accommodations can be made in your position during this time. If accommodations cannot be made in your job, you will be terminated. A second DUI in a 5 year period will result in immediate termination.

Should you receive a moving violation conviction that brings your total of violations to 3 or more in any previous twelve month period you may not drive a city vehicle until the number in a twelve month period is reduced below three. The City will consider if accommodations can be made in your position during this time. If accommodations cannot be made in your job, you will be terminated.

Driving records will be periodically accessed by the City Administrator or HR to ensure that you meet the requirements. Should something occur that would jeopardize your ability to drive for your job, you must inform your supervisor immediately. If you do not do so, you could be terminated once the offense is discovered. And, should you have any accidents or violations while driving a City vehicle, you must also inform your supervisor immediately.

Some City vehicles are equipped with a global positioning system (GPS) to monitor vehicle location and activities for safety and business reasons. Therefore, you need to be aware that the vehicle you are driving may be monitored for various reasons including, but not limited to locating the vehicle and/or you in an accident or emergency, monitoring your efficiency, and locating the vehicle if stolen.

Expense Guidelines

If you need to spend your own money on City business, first get your supervisor's approval. To be reimbursed for approved expenses, complete an expense report form in its entirety and attach all receipts. If you do not turn your reimbursement request within 30 days of incurring the expense, you will not receive reimbursement unless an extension is given by the City Administrator.

Total Compensation

We believe in a total compensation policy that combines salary and benefits together to recognize and reward contributions to the City of Parker.

We believe in hiring and retaining the best people and encourage performance beyond expectations to assist in achievement of the City of Parker goals.

Performance Appraisals

At the City of Parker, we take goals very seriously. We recommend that you establish goals with your supervisor. Once your goals have been set, you should constantly monitor your performance against those goals. If there are things getting in the way of your meeting your goals, you should talk to your supervisor.

After your initial three month introductory performance review, your performance will be reviewed annually in conjunction with the annual budgeting process. This process will give you and your supervisor the chance to talk about performance and work and career goals.

Your supervisor will review your performance against pre-defined standards and goals, and may ask you to complete a self-appraisal. Your manager will then discuss your performance with you and you will have the opportunity for feedback. The appraisal will become a part of your permanent record, and you may have a copy. Should you wish to write a response to your appraisal, you may do so for inclusion in your file.

Please don't discuss performance problems with your co-workers. Remember that Open Door process is the proper outlet for problem resolution. Discussing problems inappropriately could result in corrective action.

Salary Increases

Within the City, we subscribe to a merit increase philosophy. We believe in paying people at the appropriate rate for the job, consistent with other similar positions in the area, but recognize top performance by increased compensation. Your annual performance will be evaluated, and any increases to be paid will be based on that performance. When increases are recommended, they are based on personal performance, achievement of goals, and the amount of time since your last increase. Annual increases are not guaranteed. Increases are generally awarded in October, consistent with the beginning of the new fiscal year.

Salaries, increases and compensation plans should be kept confidential.

Paydays and Paychecks

Payday is every other Friday, with a one week lag in pay. If payday falls on a holiday, you will be paid on the working day before payday. Your paycheck contains several pieces of information:

- ◆ Federal income tax, mandated by the government. The amount withheld is based on your income and the exemptions you claim on your W-4.

- ◆ TMRS or Social Security and Medicare provide disability, old age and survivors benefits and are based on your income. The amount withheld is matched by the City of Parker.
- ◆ Voluntary deductions, such as insurance.
- ◆ Garnishments: You may be liable for garnishments for bankruptcy, IRS fees, child support payments or liens.

We generally do not provide advances of paychecks or loans.

Overtime Pay

If you are a non-exempt employee, not working in the Police or Fire Department, you will receive overtime or compensatory pay for all time worked over 40 hours in a week; however, all overtime must be approved in advance. Should you work up to four hours extra in any given week, you may work with your supervisor to adjust your schedule by that same number of hours on another day in that week, under our Flex-Schedule program. Should you work more than four hours of overtime, you and your supervisor will determine if you will take Compensatory time at one and a half times your regular rate, or be paid overtime. Compensatory time will not accrue beyond 40 hours.

If you are a non-exempt employee working in the Police or Fire Department, you will receive overtime or compensatory pay for all time worked over 80 hours in a pay period; however, all overtime must be approved in advance. Should you work up to four hours extra in any given pay period, you may work with your supervisor to adjust your schedule by that same number of hours on another day in that pay period, under our Flex-Schedule program. Should you work more than four hours of overtime, you and your supervisor will determine if you will take Compensatory time at one and a half times your regular rate, or be paid overtime. Compensatory time will not accrue beyond 40 hours.

Holidays are considered time worked, but PTO, jury duty, funeral pay and other non-productive work time is not used in the calculation of overtime.

Your supervisor must approve all overtime in advance.

Insurance Programs

The City provides medical, dental and life insurance for all full-time employees effective the first day of the month following your date of hire. For details of coverage, contact City Administrator. Dependent medical and dental insurance is available at your expense.

Retirement Program

The City participates in the Texas Municipal Retirement System (TMRS), which provides retirement benefits to eligible employees. A deduction from your gross salary is supplemented by a two-to-one matching contribution by the City. Employees who are eligible to participate in TMRS do not participate in social security. Employees who are in positions that do not normally require at least 1,000 hours of service annually are not eligible to participate in TMRS and are required to participate in social security. All employees participate in the Medicare Program.

Paid Time Off (PTO)

As much as we hope you enjoy being at work, we also think that you value your time away from work.

As an alternative to traditional vacation and sick leave policies, we have a Paid Time Off program that combines vacation and sick leave into one pool of authorized time off for personal needs such as vacation, sick time, family matters and other personal time requirements.

There are two types of paid time off: unscheduled or scheduled. Examples of each are:

- ◆ **Unscheduled PTO** - Your own illness or accidents (not including bereavement leave), or that of a person for whom you care, or other personal matters where you need to be away from work, and could not know about the need in advance.
- ◆ **Scheduled PTO** - vacation, time to attend to personal matters, "mental health" days, appointments, time off to join family or friends at significant events and other sorts of scheduled or pre-planned events, where you know about the need to be out of the office in advance.

PTO accrues on a per pay period basis according the following schedule and may be taken as accrued.

Full-Time Employee	
Years of Service	PTO Days Eligible
Up to 5 years	15 days (4.61 hours per pay period)
5-10 years	20 days (6.15 hours per pay period)
Over 10 years	25 days (7.69 hours per pay period)

Part-time employees will participate in the PTO program at a pro-rated level, equal to the proportion of hours scheduled.

In using PTO, we ask that you follow these guidelines:

- 1) Please schedule PTO as far in advance when possible. If there is not enough advance notice given to accommodate the work schedule, you may be asked to take alternative days off. (If you take the time anyway, corrective action may occur.) Please work with us so you can get the time off you need, but we can still accomplish our business goals.
- 2) In the event you need to take an unscheduled PTO day, you should contact your supervisor at least one hour prior to your regular start time. If your supervisor is unavailable, leave a voice mail message. If subsequent days of PTO are required, you should contact your manager daily to update your status. If you do not keep in touch with your manager, corrective action may be taken. If you do not show up and don't call for three consecutively scheduled workdays, we will assume that you have resigned and you will be terminated from the City.
- 3) Because we offer a PTO program, we do not typically allow unpaid time off. You need to manage your time out of the office to stay within the limits of your existing PTO balance. Excessive absences beyond your PTO allotment will not allow us to achieve our business goals, and are not acceptable.
- 4) It is important that you take time away from work, to recharge, to get fresh perspectives, and to attend to other aspects of your life. To encourage you to do this, we will cap the amount of time that you may accumulate in your PTO bank. Your balance will reflect the time earned, up to the maximum amount you are eligible to accrue, plus 40 hours. For example; in years 0 up to 5, you may have a maximum of 160 hours in your account. In years 5 through 10, you may have a maximum of 200 hours in your account, and over 10 years a maximum of 240 hours. Your account will not accrue any more than the maximum approved hours; accrual will start again once you take time off and the balance drops below your eligible hours.
- 5) For example, in your second year, you may have no more than 160 hours in your account. Your account will not accrue any more than 160 hours; accrual will start again once you take time off and the balance drops below 160 hours.
- 6) As additional income security, rather than losing PTO hours, you may "bank" additional hours into an "emergency account". If you reach your maximum PTO accrual, rather than losing the PTO hours that you are not allowed to accrue, the hours will go into your Emergency Account".

You may use time in your "Emergency Account" for your own medically related absence of 5 days or greater. (For medical absences of 4 days or less, time will be taken from your PTO account.) Once you hit the 5 days or greater, deductions will come from your "Emergency Account" if you have hours

available. If no hours are available in that account, PTO will be used if available. If no hours are in either account, time will be unpaid. Days in this account will not be paid out at termination, and may not be borrowed.

- 7) Upon termination, PTO payout is as follows:
 - No payout will occur if you have worked less than one year, unless you are subject to a job elimination
 - If you voluntarily terminate and have greater than one year of service, you will receive 75% of your PTO balance in a cash payment
 - If you are subjected to job elimination, you will receive 100% of your PTO balance.
 - If the City terminates your employment for reasons other than a job elimination, you will not receive a PTO payout
- 8) PTO may be taken as accrued. PTO may be taken in one hour increments and scheduled PTO should generally not exceed 10 consecutive days.
- 9) In the case of an illness, a doctor's note may be required, and will be required for absences related to an illness that exceeds 5 days.
- 10) Available PTO must be used for a medical absence or leave.

Holidays

We observe the following holidays:

- ◆ New Year's Day
- ◆ Good Friday
- ◆ Memorial Day
- ◆ Independence Day
- ◆ Labor Day
- ◆ Thanksgiving Day
- ◆ Day after Thanksgiving Day
- ◆ Christmas Eve
- ◆ Christmas Day
- ◆ Day after Christmas

If the holiday falls on a Saturday, we will close City Hall on Friday; if it is on Sunday, we will observe the holiday on Monday. Please remember, to receive holiday pay you must work your last scheduled day before and your first scheduled day after the holiday, have pre-authorized PTO scheduled, or have a doctor's note validating the use of unscheduled PTO.

If you are a part-time employee, and the holiday falls on a day you work, you will receive pay for that day.

Jury Duty

We know you will receive pay for your jury service, but you'll also receive your regular pay while you are on jury duty, as long as the service is under two weeks. Pay for absences beyond two weeks will be handled on a case by case basis. Please provide your supervisor with your summons before you go to jury duty, and stay in daily contact for the duration of the service.

Bereavement Leave

Losses are an unfortunate part of life, and we understand how painful they can be. In the event you experience a loss of family member. Family members are considered to be a spouse, child, parent, brother, sister, grandparent, grandchild, spouse's parents and step-relationships of the preceding family members.

We will work to accommodate your needs. The City of Parker will pay up to three days bereavement leave, and additional time needed may be applied from your PTO account.

Military Duty

If you are a member of the military reserves, you will be paid for up to three weeks per fiscal year to meet your annual obligation. If your reserve unit is called to active duty, your leave will be for the length of that active duty, but will be unpaid beyond the three week annual leave. While on leave, you may use your available PTO. While you are on military leave, your benefits will continue for up to 24 months. (You will continue to be responsible for your portion of the premium for leaves of 30 days or less, and for longer leaves, you will be responsible for the entire premium.) Pay and benefits return to normal when you return to work within 10 days of release from active duty, or as agreed to with your supervisor. The City complies with all state and federal laws relating to employees in reserve or active military service and does not discriminate against employees who serve in the military.

Your Professional and Career Development

We want you to grow and expand your professional capabilities while working at the City of Parker - not only for your own satisfaction, but for the benefits you will bring to your job.

Because of this, we recognize and encourage professional development opportunities for you.

Job Notification System

We believe that you need to know what is going on in the business at the City of Parker. One way to do this is to be aware of job openings within the organization; not only for you, but for people you may know who would like to work here. In general, openings will be posted on bulletin boards at City Hall and on the City website.

If you are interested in a position, please notify your supervisor. You will be interviewed if you meet the following requirements:

- ◆ You have the qualifications required for the position
- ◆ Your current work assignment allows your release
- ◆ You have been in your current position for at least 6 months
- ◆ You have no current corrective action
- ◆ Your current performance should be meeting standards

If you know of someone who might be interested, please ask them to submit their resume to the City Administrator.

Tuition Reimbursement

If you work full-time for the City of Parker, and have been employed for at least one year, you are eligible for tuition reimbursement for one course per semester/quarter. Coursework must be pre-approved, job related, be done at an accredited institution and should not interfere with your employment. Reimbursement will be made up to a maximum of \$3,000 per year and covers registration fees, tuition, books, required materials and lab fees based on your grade for the course. If you complete the course with a grade of "C" or better, or "pass" in a "pass/fail" course, you will be reimbursed at 100%.

All educational assistance requests must have written approval of the City Administrator prior to the beginning of the class. Receipts and grade reports are necessary for reimbursement, and reimbursement is contingent upon Council approval of a budget for Tuition Reimbursement, annually.

The cost of some professional certification exams may be paid "up front" by the City of Parker and should be discussed with your supervisor prior to the exam.

We hope that this handbook has been useful and provides you with the information or resources you will need during your career at the City of Parker. Again, welcome to the City of Parker. We are glad that you have chosen us. Best of luck in your career at the City of Parker.

Addendum's & Acknowledgements

Handbook Acknowledgment

I have read the City of Parker Handbook. I understand that it is a general guide to the current policies of the City of Parker and that these policies may change from time to time with or without notice. I further understand that the City of Parker requires flexibility in administration of policies; therefore the policies stated in the handbook may not always apply. I understand that I am expected to follow all guidelines set forth, and I agree to do so. I further understand that I am an employee at-will, which means that I may be terminated by the City of Parker, or I may leave of my own choice at any time, for any reason, with or without cause or notice. I understand nothing contained in this handbook modifies, changes or varies the at-will nature of my employment with the City of Parker, or creates a contract of employment for a specified period of time. I agree to adhere to the Standards of Conduct.

Signature of Employee

Date

Employee's Name (printed)

Date

***PLEASE SIGN THIS FORM AND RETURN TO YOUR MANAGER WITHIN ONE
WEEK OF YOUR DATE OF HIRE.***

- ◆ TMRS or Social Security and Medicare provide disability, old age and survivors benefits and are based on your income. The amount withheld is matched by the City of Parker.
- ◆ Voluntary deductions, such as insurance.
- ◆ Garnishments: You may be liable for garnishments for bankruptcy, IRS fees, child support payments or liens.

We generally do not provide advances of paychecks or loans.

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